Locate an Invoice	To locate an invoice:

To locate an invoice:

1. Select the **Billing** module.

2. Select **Invoice Search** from the navigation bar.
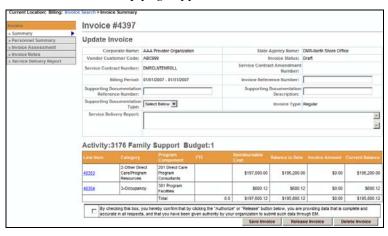
*The **Invoice Search** page appears.*

3. Enter search criteria.

4. Click **Search**.

The search results appear below.

Activity Name	Date From	Date To	Vendor Customer Code	Payment Reference Number	Contract Number	Status
Family Support	01/01/2007	01/31/2007	ABC999		DMRCLNTENROLL	Draft

| Display 1 to 1 of 1 |

5. Click an **Activity Name** link.

*The **Invoice Summary** page appears.*

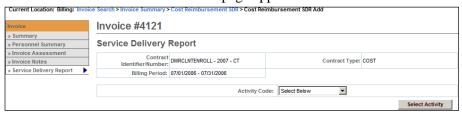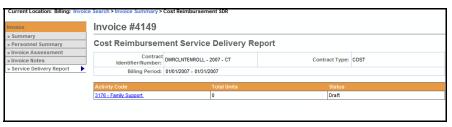| **Create a CR SDR**	To create a CR SDR:
	1. Select **Service Delivery Report** from the navigation bar.
	The Cost Reimbursement SDR page appears.
	2. Click **Add New Cost Reimbursement SDR**.
	The *Cost Reimbursement SDR Add* page appears.
	3. Select an activity; click **Select Activity**.
	*The Cost Reimbursement SDR page appears with the CRSDR in **Draft** status.*
	4. Click an Activity Code link.
	The *Cost Reimbursement SDR Summary* page appears.

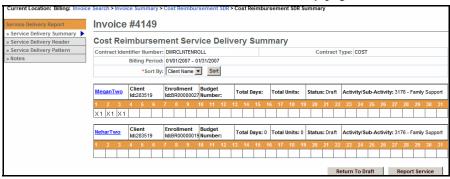| Record Service Information	To record service information:
	1. Access the *Cost Reimbursement SDR Summary* page.
	2. Click a <u>client id</u> link.
	*The **Record Service Delivery** page appears.*
	3. Enter number of service units and attendance codes on calendar.
	Note: Attendance codes are a required part of recording services and may differ from program to program. If client is sick or absent, enter a zero along with the status attendance code. A key to the available codes is found at the bottom of the **Record Service Delivery** page.
	4. Click [Save Draft].
	*The **Cost Reimbursement SDR Summary** page appears with the recorded time and attendance information saved.*

Reporting Services	To report services:
	1. Access the **Cost Reimbursement SDR Summary** page.

2. Click **Report Service**.

*The **Cost Reimbursement SDR** page appears with the status of the SDR as **Reported**.*